

EXHIBIT SIX

RESUMÉ CHECKLIST

A resumé must be included for all personnel containing all items on the checklist. If actual personnel have not yet been hired, the school must include a job description that includes the minimum educational and experiential requirements that potential employees must possess to be considered for these positions. Each job description provided must include the specific title and duties of the position.

E Name and address of employee

E Complete education information that minimally includes the following:

E Names of institutions attended

E Period of attendance

E Degree/certificates received

E Date of award conferral

E Program of study

E Continuous experiential information that minimally includes the following:

E Names of employers

E Exact title of positions held

E Years of employment with each

E Job duties

E Any additional background information pertinent to the position currently held at the school



For position descriptions provided for unhired personnel, the school must provide complete descriptions to include the educational and experiential expectation that will be used as minimum requirements during the hiring process.